BRAILLE AUTHORITY OF NORTH AMERICA
SPRING 2009 MEETING

Sunday, March 15, 2009, 8:00 – 9:30 AM and 11:30 – 5:00 PM
Monday, March 16, 2009, 9:00 AM – 5:00 PM
Tuesday, March 17, 2009, 9:00 AM – 5:00 PM
Hosted by
California Transcribers and Educators of the Blind and Visually Impaired
San Francisco Airport Marriott Hotel
Burlingame, California

Minutes

1 Call to Order Judy Dixon

Chairperson Judy Dixon called the meeting to order at 9:00 a.m.

3 Seating of BANA Members, New Representatives: Judy Dixon

4 Self-Introductions: Representatives and Observers

BANA Representatives Attending:

- Judith (Judy) Dixon, National Library Service for the Blind and Physically Handicapped, Library of Congress (NLS), Chair
- Mary Nelle McLennan, American Printing House for the Blind (APH), Secretary
- Mary Archer, National Braille Association (NBA), Treasurer
- Kim Charlson, American Council of the Blind (ACB), Immediate Past Chair
- Darleen Bogart, CNIB (Canadian National Institute for the Blind)
- Eileen Curran, National Braille Press (NBP)
- Frances Mary (FM) D'Andrea, American Foundation for the Blind (AFB)
- Jennifer Dunnam, National Federation of the Blind (NFB)
- Bonnie Grimm, Braille Institute of America (BIA)
- Doug Jacques, Clovernook Center for the Blind and Visually Impaired (CCBVI)
- Susan (Sue) Reilly, California Transcribers and Educators of the Visually Handicapped (CTEVH)
- Diane Wormsley, Association for Education and Rehabilitation of the Blind and Visually Impaired (AER)

BANA Representatives Not in Attendance:

- Mary (May) Davis, Associated Services for the Blind (ASB)

Associate Members Not in Attendance:

- Sharlyn Ayotte, T-Base Communications
- Maria Stevens, Royal New Zealand Foundation of the Blind
- Romeo Edmead, Matilda Ziegler Magazine

Observers:
Joanna Venneri, California
Ann Kelt, California
Nancy Barker, CNIB
Robert Stepp,

2. Chair Judy Dixon welcomed Doug Jacques, the new representative from Clovernook Center for the Blind and Visually Impaired, who is attending his first Board Meeting since being appointed.

5 Meeting Arrangements ..... Sue Reilly

Sue Reilly explained logistics for the BANA Board meeting.

7 Agenda Approval ..... Judy Dixon

Chair Judy Dixon announced that Dr. Abraham Nemeth and Joyce Hull will be meeting with the Board later in the day to discuss the evaluation of the proposed Nemeth Uniform Braille System (NUBS). At the request of the Chair, Diane Wormsley provided the Board with a brief overview of actions and decisions made by the Braille Research Committee at its recent meeting in North Carolina to develop a plan to evaluate NUBS. Diane reported that the committee is planning a multi-phase evaluation and is considering the use of the decision tree as part of the evaluation process. She indicated that the committee is planning to collect reading-rate data. They are reviewing the UEB samplers to determine if any of those passages would be appropriate for the evaluation of NUBS. She also reported that there will be stratified samples of evaluators, to include but not be limited to such groups as consumers – including young, teen-aged, and high school-aged students; college students; adult, middle-aged, and mature consumers – as well as teachers, transcribers, parents.

The Chair indicated that the goal for the Board meeting is to complete major reports and business items by noon on Monday, reserving Monday afternoon and Tuesday morning for strategic planning activities and Tuesday afternoon for the handling of new or resulting business.

MSC Diane Wormsley moved approval of the agenda. Passed unanimously.

6 Board's Liability Statement ..... Mary Nelle McLennan

Secretary Mary Nelle McLennan read the following statement:
BANA indemnifies its Officers and Board of Directors and holds them harmless from all claims of every kind, including court expenses, attorneys' fees, and the claimed amount arising from the performance of their duties as Officers and

Directors except for their own acts of dishonesty and gross negligence. (Adopted March 30, 1987)

11 Mathmetics Technical Committee..... Dorothy Worthington
Mary Archer, board liaison to the committee, reported that the committee had conducted a productive teleconference meeting recently and, as a result, submitted a revised report, which she distributed. She read the revised report, which is on file.

MSC At the request of the Mathematics Technical Committee, Mary Archer moved to charge that committee with the following:

1. **To define the correct way to transcribe abbreviations consisting of letter/number or number/letter combinations, such as "mp3 player."**
2. **To devise a contracted form for underlining a single digit or letter.**

MSC Jennifer Dunnam moved to charge the Mathematics committee to prepare an addendum incorporating the exact language and examples of the proposed clarifications. Passed unanimously.

The Board engaged in a discussion of two charges to the committee: Charge 101, which was dated 11/05/2004 and is currently reported as "ongoing", and Charge 89, dated 11/14/2003 and currently reported as "TBA."

GC The Board requested that Mary Archer ask the committee to review charges 89 and 101 to determine if they are still valid and to recommend if they should be retained or discarded.

MSC Diane Wormsley moved that the Board approve the Mathematics Committee's modifications and clarifications for typeform indicators, vertical bar, and compound typeform expressions as proposed in the committee report. Passed unanimously.

GC As Vice Chair, Sue Reilly will prepare a press release about these newly-approved modifications. The Publications Committee will process the statement for the website and will post it two places: under "What's New" and under Nemeth Code information.

13 Ad Hoc Foreign Language Committee ..... Ann Kelt

Eileen Curran, board liaision to the committee, read the report, which is on file.

Email Motion MSC: On February 4, 2009, Eileen Curran moved and Frances Mary D'Andrea seconded the motion that the BANA Board give permission to Ann Kelt and Joanna Venneri to take some material from the upcoming revision of the Foreign Language rule manual for use in upcoming conference workshops. Materials will be clearly marked "draft." The voting

ended on February 11, 2009. The motion passed unanimously, with all members except the Chair voting.

Email Motion MSC: On February 26, 2009, Eileen Curran moved and Mary Archer seconded the motion that we allow the BANA Foreign Language draft guidelines available to presenters, provided they are clearly marked as DRAFT. The voting ended on March 5, 2009. The motion passed unanimously, with all members except the Chair voting.

Committee Chair Ann Kelt presented each member of the Board with a CD containing the final version of the proposed Foreign Language Rules. The Board commended Ann and her entire committee for their extensive and complex work on this document. Ann Kelt expressed appreciation for the expertise of Joanna Venneri and her tireless attention to font detail, which made this document possible.

Eileen Curran, Board Liaison to the Committee, will coordinate a 90-day review of the proposed Foreign Language Rules. She will schedule this after the April 30 deadline for the completion of the review of the proposed Tactile Graphics Guidelines.

The Board recessed in order to attend the CTEVH 50th Anniversary Brunch, at which BANA presented its inaugural Braille Excellence Award to Dr. Abraham Nemeth.

Additional observers joined the meeting when it resumed following the brunch. These guests included Winifred Downing, Joyce Hull, Abraham Nemeth, Martha Pamperin, and Robert Stepp.

8 Nemeth Uniform Braille System (NUBS) ..... Abraham Nemeth and Joyce Hull

Abraham Nemeth and Joyce Hull spoke to the Board regarding the rationale behind and the development process of the proposed Nemeth Uniform Braille System (NUBS). They entertained questions from Board Members. Diane Wormsley, Co-Chair of the BANA Braille Research Committee, reviewed the preliminary outline for a multi-phased evaluation of NUBS. The evaluation process is being designed by the BANA Braille Research Committee, which recently met in Raleigh, NC, for this purpose.

Judy Dixon thanked Nemeth and Hull for the attending the meeting and addressing the Board.

9 Literary Braille Technical Committee ..... Martha Pamperin

Darleen Bogart, board liaison to the committee, read the report, which is on file. She confirmed that the committee is not proposing an interim update.

MSC Mary Archer moved to discard charges 21, 80, 95, 122, and 123 and replace them with the following charge:
To continue the process of bringing EBAE and Braille Formats into conformity (as far as is practicable), prepare EBAE for republication. Steps in this process include:
1. Integrate the 2007 Update into EBAE; recommend any changes/clarifications to this Update as necessary.
2. Define code switches into and out of Nemeth Code and work with the Formats Committee to develop guidelines concerning when to use these switches and where they should be placed;
3. Create symbols lists as appendices for EBAE and BF;
4. Take contractions rules out of Rule 5 (foreign language) and move them into the appropriate contractions rules, adding examples relating to foreign language;
5. Revise non-Latin letter and word indicator rule; and
6. Any new symbols considered should be constructed so as to minimize conflict with codes in current use.
Passed unanimously.

10 Braille Formats Technical Committee..... Lynette Taylor

Kim Charlson, board liaison to the committee, read the report.

GC The Board accepted the recommended changes to ruling 12.1.2 and edited it to read: "Spread sheets which have only the data and not the computations are considered to be tables and will be transcribed as such. Spread sheets with visible mathematical expressions shall be transcribed using rules from the *Nemeth Braille Code."*

MSC Jennifer Dunnam moved to declared charge 134 as ongoing. Passed unanimously.

GC Jennifer Dunnam and Doug Jacques agreed to evaluate the technical review process and to use the resulting findings to inform a clarification of the charge process and terminology.

MSC Jennifer Dunnam moved to declare charge 178 done. Passed unanimously.

MSC Kim Charlson moved to charge the Braille Formats Technical Committee to work collaboratively with the Literary Technical Committee on the creation of the appendix that will list any symbols currently in Braille Formats that are not in EBAE and to add other selected symbols from Nemeth code for science and mathematics. Passed unanimously.

It was pointed out that not all Board Members received the disk version of the Braille Formats CD distributed last year. Kim Charlson will provide Lynette with the address of the full Board so that she can send each member a new copy. Kim will also notify the board when the CDs are being mailed so members can anticipate receiving them.

The Board discussed the document "Description of English Braille American Edition and Braille Formats" and tabled action until Kim Charlson can contact Lynette Taylor and Darleen Bogart can contact Martha Pamperin for clarification.

GC The Board considered the proposed guidelines for menus, but determined that these should be presented as actual guidelines rather than definitive requirements. Kim will work with the committee to revise this document and will perhaps bring this to the Board via email discussion rather than wait till the September meeting.

GC The Board asked that the screen shots language be sent back to the committee for further revision.

12 Computer Braille Technical Committee ..... Lissa Hirshson

Eileen Curran, board liaison to the committee, read the report, which is on file.

MSC Eileen Curran moved to approve, with corrections, the special symbols of computer braille code, rule 3.3, proposed by the Computer Braille Technical Committee. Passed unanimously.

GC Sue Reilly will include this action in a comprehensive press release. The Publications Committee will post it on the BANA website.

MSC Eileen Curran moved that charges 119, 130, 131 and 151 be declared done and removed from the CBC list of charges. Passed unanimously.

14 Music Braille Technical Committee..... Lawrence Smith

Jennifer Dunnam, board liaison to the committee, read the report, which is on file.

GC The Board agreed to discard charge 126.

15 Tactile Graphics Technical Committee ..... Lucia Hasty

Mary Nelle McLennan, board liaison to the committee, read the report, which is on file.

MSC Mary Nelle McLennan moved to declare charge 112 discarded. Passed unanimously.

Frances Mary D'Andrea and Diane Wormsley, co-chairs of the Braille Research Committee, explained the survey process being used to conduct the technical review of the proposed tactile graphics guidelines, scheduled to end on April 30, 2009. The Board discussed the challenge of incorporating the review feedback into the guidelines document and the possible need to mediate differences between BANA technical committees' perspectives on the guidelines.

18 Crafts and Hobbies Technical Committee ..... Marcy Ponzio

In the absence of May Davis, board liaision to the committee, Diane Wormsley read the report, which is on file.

MSC FM D'Andrea moved to declare charge 98 complete and remove it from the committee's list of charges. Passed unanimously.

GC In a later discussion following a review of the volunteer list, the Board identified a group of possible members for this committee. The Board also emphasized the need for an educator on that committee. Judy Dixon will communicate the list to May Davis so she can work with Committee Chair Marcy Ponzio on soliciting new members.

March 16, 2009
Day 2

17 Ad Hoc Committee on Early Literacy Materials (ELMP) ..... Betsy Burnham

Diane Wormsley, board liaison to the committee, read the report, which is on file.

Diane expressed appreciation to the American Printing House for the Blind for underwriting the January meeting of this committee. Diane detailed the work the committee accomplished at its meeting and the committee's agreement that they will amend or revise some of the principles outlined in the Promising Practices document.

MSC Mary Archer moved to appoint Dorothy Worthington to the Ad Hoc Committee on Early Literacy Materials Production. Passed unanimously.

MSC Jennifer Dunnam moved to declare charge 143 done. Passed unanimously.

GC The Board agreed that this committee needs a member who is a braille user and a member who is a teacher of braille-reading students at the primary level. Diane will review the volunteer list to identify appropriate potential members.

18 Refreshable Braille Technical Committee..... Caryn Navy

Judy Dixon, board liaison to the committee, read the report, which is on file.

The Board discussed its concern about the make-up of the committee as well as its current focus and their potential revision of the Linear Braille Format Provisional Guidelines (LBF).

GC Judy Dixon, Jennifer Dunnam, and Kim Charlson will develop a revised and strategic charge that will refocus this committee and bring it back to the Board on Day 3 of the meeting.

After lunch, Dixon, Dunnam, and Charlson presented the revised charge and the following motion resulted.

MSC Jennifer Dunnam moved to charge the refreshable braille committee to provide a response to the following:
At its spring 2009 meeting, the BANA board held a discussion about the work of the Refreshable Braille Committee, specifically the future of the linear braille format code. It was determined that before moving forward with this issue, questions should be put to the committee that we may better understand all of the factors relating to decisions about the need for a revision of Linear Braille Format Provisional Guidelines (LBF). So that the BANA Board and the Refreshable Braille Committee can ensure a common understanding, please include answers to the following questions as part of the fall 2009 report of the refreshable braille committee.
1. Please provide an explanation of how LBF is currently used. By whom? on which devices? For what kind of material?
2. Does there remain value in maintaining a distinct code for linear braille code? If so, please define the value.
3. Given the likely future scenario regarding the evolving use of refreshable displays with braille-in-DAISY and other formats and platforms, what do you envision will be the role of a revised LBF? Do you envision that distinct versions of digital files such as books would be created by braille producers for the purpose of incorporating the code?
Passed unanimously.

20 Ad Hoc Committee on Uncontracted Braille Transcription Guidelines:Sue Reilly

There was no committee report. Sue Reilly indicated that she has not been able to initiate committee activity.

MSC Jennifer Dunnam moved to charge the Ad Hoc Committee on Uncontracted Braille Transcription Guidelines to include in their guidelines

a definition of uncontracted braille suitable for posting to the web site. Passed unanimously.

19 Ad Hoc Committee on Standardized Tests..... Diane Spence

Bonnie Grimm, board liaison to the committee, read the report, which is on file.

The committee's work on creating guidelines for the production of standardized tests is well underway. There were no new assignments.

21 Ad Hoc Committee on Braille Signage and Labeling..... Kim Charlson

Kim Charlson, committee chair, read the report, which is on file.

MSC Darleen Bogart moved to appoint Debbie Gillespie to this committee. Passed unanimously.

23 Bylaws Committee.....Darleen Bogart

Darleen Bogart, committee chair, presented the report, which is on file.

MSC Jennifer Dunnam moved to declare charges 35, 37, 58, 63, 64, 65, 75, 76, 83, 84, 94, and 157 as done. Passed unanimously.

MSC Darleen Bogart moved that the language in Bylaws 5.3.3 be changed from "3 consecutive terms" to "five consecutive terms." Passed unanimously.

GC Sue Reilly will update the Bylaws to reflect this change and will send copies of the Bylaws and Policies to the full Board. The Publications Committee will post them on the website.

On Tuesday, March 17, as a result of that morning's strategic planning session, the following motion was made, seconded, and passed:

MSC Mary Archer moved to charge the Bylaws Committee to address the items listed in the strategic planning action plan on improving committee effectiveness. Passed unanimously.

24 Education and Outreach Committee..... Frances Mary D'Andrea

Frances Mary, committee chair, read the report, which is on file.

Email Motion MSC: On February 18, 2009, A motion was made by May Davis and seconded by Kim Charlson that the press release be approved for distribution. Voting closed on Wednesday, February 25 at noon Eastern

Time. The motion passed with eleven members voting to approve the motion and one member not voting. Members voting: Archer, Charlson, Curran, D'Andrea, Davis, Dunnam, Grimm, Jacques, McLennan, Reilly, Wormsley. Member not voting: Bogart.

Email Motion MSC: On February 19, 2009, Sue Reilly moved and FM D'Andrea seconded that the distributed press release on the BANA Braille Excellence Award be approved for immediate distribution. The voting closed on February 26, 2009. The motion passed with 11 members voting to approve the motion and one member not voting. Members voting to approve the motion were: Archer, Bogart, Charlson, Curran, D'Andrea, Davis, Dunnam, Grimm, McLennan, Reilly, Wormsley. Member not voting: Jacques

Email Motion MSC: On February 25, 2009, FM D'Andrea made the motion, which was seconded by Eileen Curran, that the Board approve the distributed press release on the open forum. The deadline for this vote was Wednesday, March 4 at 1:00 P.M. Eastern Time. The motion passed unanimously with all members except the Chair voting.

MSC Diane Wormsley moved to declare charges 158, 159, and 175 done. Passed unanimously.

The Board noted that new banner was displayed at the BANA exhibit at the CTEBVI conference.

GC The Board agreed to assess the need for an Open Forum each time we initiate planning of a Board Meeting and, if a forum is to be held, to consider arrangements for it as we plan the meeting.

GC The Board reviewed the list of documents currently listed as position papers and separated them into three categories: position papers, fact sheets, and guidelines. They will be reflected in these categories on the website. This listing will be shown in the Appendix.

GC The Board considered showing authorship of the various papers, but decided to let this be determined by the respective authors.

MSC Jennifer Dunnam moved to charge the Education and Outreach Committee to examine the role of the BANA exhibit and provide a recommendation to the Board in the fall. Passed unanimously.

MSC Diane Wormsley moved to charge the Education and Outreach Committee to create a process for the BANA excellence award – how frequently will it be given, what is the nomination process, etc. Passed unanimously.

MSC Jennifer Dunnam moved to charge the Education and Outreach committee to develop a process for managing the BANA volunteers, to include communication, processes for utilization of volunteers, and keeping the list current. Passed unanimously

MSC FM D'Andrea moved to charge the Education and Outreach Committee to develop, by the Fall 2009 meeting, a process to identify and recruit qualified people to serve on BANA committees. Passed unanimously.

27 BANA Archives ..... Frances Mary D'Andrea

There was no written report. Frances Mary D'Andrea, committee chair, reported that APH is still interested in locating additonal information and materials. We need to complete a review of materials from 1997 to the present.

The afternoon session was dedicated to continuation of BANA's development of a strategic plan. Diane Wormsley and Mary Nelle McLennan lead the Board in processes designed to identify BANA's stakeholders and to determine how we can reach them and what we need to ask them.

March 17, 2009
Day 3

Strategic planning activities continued in the morning session. This worked focused on developing action plans to address several key tasks that had been identified in early planning events.

25 Publications Committee ..... Mary Nelle McLennan

Mary Nelle McLennan, committee chair; read the report, which is on file.

MSC Jennifer Dunnam moved to appoint Doug Jacques to the Publications Committee. Passed unanimously.

MSC Jennifer Dunnam moved that Charge 106 be declared done. Passed unanimously.

MSC Mary Nelle McLennan moved to charge the Publications Committee to 1) put BANA member organization logos on the BANA web site; 2) coordinate links to web sites between member organizations and BANA and vice versa; 3) solicit and post profiles of member organizations for the BANA web site. Passed unanimously.

The Board discussed the committee's initial work aimed at revising and finalizing the BANA specifications document, developing writing standards, and establishing processes for preparing BANA publications for production.

26 BANA Braille Research Committee .....Diane Wormsley

Diane Wormsley, committee co-chair, read the committee report, which is on file.

MSC Mary Archer moved that the Braille Research Committee be charged to design and implement a research study to evaluate the Nemeth Uniform Braille System (NUBS), in response to a request from the developers of NUBS. Passed unanimously.

The Board discussed approaches to developing a budget for the NUBS evaluation as well as the evaluation processes currently being considered by the committee.

28 Secretary's Report

28.1 Minutes, Fall 2008

Email motion MSC: On February 3, 2009, A motion was made by Jennifer Dunnam and seconded by Frances Mary D'Andrea that the minutes of the fall 2008 BANA Board meeting be approved. The voting closed on February 10, 2009. The motion passed unanimously, with all Board Members voting except the Chair.

Secretary Mary Nelle McLennan read seven motions that had been made and voted on by email. Those motions are reflected in the minutes of this meeting within their respective topics.

28.2 Certificates of Appreciation

Kim Charlson reported that there are no certificates to be presented at this time.

28.3 BANA Directory Update

Judy Dixon directed the Board to submit all directory changes to her. She also reminded the members that we will need to change all references to CTEVH to reflect that organization's new name: CTEBVI.

28. BANA Listservs

Kim Charlson will continue to maintain the listservs and the distribution lists for them.

29 Treasurer's Report

Treasurer Mary Archer presented the 2008 year-end report, which is on file. Mary presented a letter from a person who had conducted a review of the account. The board determined that this was not adequate because he did not have the appropriate qualifications.

29.1 2008 Year-end Financial Statement

Mary Archer will send the balance sheet and financial statement for on-line Board consideration and approval.

29.2 Financial Statement for 2009 Year-to-Date

Treasurer Mary Archer reported that the treasury balance was $42, 729.10 as of March 7, 2009.

32 IPA Update .....Darleen Bogart

Email Motion MSC: On February 11, 2009, Darleen Bogart made a motion, which was seconded by Eileen Curran, that BANA adopt the IPA: Braille (International Phonetics Alphabet: Braille) as the authorized BANA code for phonetics. The voting closed on February 18, 2009. The motion passed with 10 members voting to approve the motion and two members not voting. The members voting were: Archer, Bogart, Charlson, Curran, D'Andrea, Dunnam, , Jacques, McLennan, Reilly, Wormsley. Members not voting were Davis and Grimm.

Darleen Bogart confirmed that BANA did approve the International Phonetics Alphabet (IPA) through an electronic vote. The Publications Committee will post it on the BANA website.

31 UEB Update .....Darleen Bogart

Darleen Bogart reported that the implementation of UEB is moving forward in Australia and New Zealand. Australia is producing a new "rule book," which is slated for completion in six months. She also reported that South Africa is using a phase-in approach, and that Nigeria implemented the UEB as of January 1, 2009.

The Canadian Braille Authority will make a decision regarding the implementation of UEB at its 2010 annual meeting.

She reported that he Braille Authority of the United Kingdom, the United Kingdom Association of Braille Producers, and the Confederation of Transcribed

Information Services have merged to become the UK Association for Accessible Formats.

30 Press Releases

Sue Reilly, Vice Chair, will develop press releases for the following topics:

- Report from the Math Committee regarding the three pieces of clarified language in the Nemeth Code
- New BANA Officers
- New BANA Representative from Clovernook
- T-Base as BANA's newest associate member
- BANA adoption of the IPA
- Computer Braille Committee's special symbol rule 3.3

33 Unfinished Business

Frances Mary D'Andrea reported on a presentation made by BookShare at a meeting with OSEP and OSERS personnel.

Judy Dixon and Kim Charlson reported on their trip to France to participate in the celebration of the 200th anniversary of Louis Braille's birth.

The Board scheduled a strategic planning conference call for 10:00 A.M. Eastern time on May 20, 2009.

34 Fall 2009 BANA Board Meeting..... Frances Mary D'Andrea

The fall 2009 meeting will be held September 24 through 27 in Pittsburgh, Pennsylvania. Meetings will be held at the University of Pittsburgh School of Education. Board members will be staying at the nearby Holiday Inn. Participants should plan to arrive by 3:00 PM on Thursday, September 24, and depart Sunday afternoon, September 27.

The Board discussed possible dates for the spring 2010 meeting, but did not establish a meeting schedule.

The meeting was adjourned at 4:25 P.M.

Appendix A:
Charges Referenced in the Minutes of the
March 2009 BANA Board Meeting

#21 (10/1/1998) To bring EBAE and Braille Formats into conformity as quickly as possible

#35 (10/1/1998) Reviewing and revising the Expense Policy and form, retaining the policy of reimbursing actual expenses rather than approving a per diem

#37 (10/1/2000) Develop procedures for voting via e-mail

#58 (3/19/2003) Rescind BANA Policy 5.2.2.t (11-81, 4-98) (Technical committee chair) shall cease to be a member of that committee upon resignation as chairperson.

#63 (11/3/2002) The policies be renumbered to accommodate the adoption of the Guidelines for E-Mail Voting.

#64 (11/3/2002) Policy 1.4.5. (4-98, 11-98, 11-02) Technical committee chairpersons or any other person invited to attend a meeting of the Board (including the Immediate Past Chairperson invited to participate in the first board meeting following the end of his/her term as Chairperson, if no longer a member of the Board) shall be reimbursed for legitimate documented expenses.

#65 (11/3/2002) To draft a letter to appointees of Technical Committees notifying them of their appointment and listing their duties as a committee member.

#75 (11/4/2002) Section 4.3 reads as shown in the By-Laws Committee report.

#76 (11/4/2002) Developing language regarding Technical Committee Consultants.

#80 (5/11/2003) that the BANA Board authorize the Literary Technical Committee to undertake a major revision of EBAE 1994 Revised 2002. As EBAE 1994 Revised 2002 is reviewed any changes to rules not authorized previously by the BANA Board will be submitted to the BANA Board by the Literary Technical Committee so that a charge can be issued to the Technical Committee by the BANA Board regarding these proposed changes

#83 (5/11/2003) drafting a policy for communications and publications that are circulated to the public under the auspices of BANA by board members or technical committee members.

#84 (5/11/2003) Developing a list of duties for the liaisons to technical committees

#89 (11/14/2003) to complete the charge regarding Graphing Calculator Guidelines which could include when and how to include such material in a transcription.

#94 (11/14/2003) review the status of the Publications Committee, with the possibility of proposing amendments to establish it as a standing committee and to develop policies regarding its work

#95 (3/26/2004) to draft language for use or non-use of contractions in foreign words within English context, taking into consideration

#98 (11/5/2004) Work with the Outreach Committee to prepare a survey on format issues for menus, knitting and crocheting patterns in order to publish it in news letters for comment by braille readers. (This charge was moved in part (all except menus) from the Formats committee to this committee.

#101 (11/5/2004) to develop guidelines for producing the Periodic Table of Elements by reviewing the current methods of transcribing such material and recommending a standardized format by Fall of 2005.

#112 (4/17/2005) to identify and elaborate on Tactile Graphic format issues that might be changed to reflect best practices

#119 (4/17/2005) to review their Recommendation and suggest an existing order of CBC symbols to be used (i.e., a template), and a generic Transcriber Note regarding the use of lower numbers – to be done by September 30th

#122 (4/17/2005) consider the entire set of symbols, other than contractions, making up English Braille as described in EBAE rather than the symbols proposed in BF only; and review the rules governing contractions for clarity and consistency.

#123 (4/17/2005) [clarification to charge made 5/11/2003 authorizing EBAE revision] EBAE should contain all symbols available for use in American Literary Braille, with rules sufficient to insure maximum clarity and unambiguity. The Literary Committee shall prepare a list of all symbols for use as an appendix in Braille Formats and EBAE. The Literary Committee should include format guidelines written by the Braille Formats Committee as an appendix. EBAE Rule 3 should contain a description of symbols associated with formatting such as the page change indicator and boxing lines.

#126 (4/17/2005) to study the actions of the Zurich meeting with a view toward recommending adoption of some or all of them for BANA

#130 (11/3/2005) the wording for Special Symbols be finalized and circulated for technical committee review as outlined in BANA Policies.

#131 (11/3/2005) [in conjunction with the Braille Formats Committee] the wording for Special Symbols be finalized and circulated for technical committee review as outlined in BANA policies

#134 (11/3/2005) prepare Joint statement as a result of approved motion: moved to approve the Joint Statement of the Literary and Formats Committees with the following modifications and clarifications: 1) In Braille Formats specifications, clarify the intent of the altered order portion of the statement; 2) Change the production statement from Braille Formats specifically to more general consideration; 3) Add Braille to both, and in English Braille American Edition add “dot order”.

#143 (3/12/2006) [BANA board] recommends stating the options regarding single-sided or interpoint braille in early literary materials but not expressing a preference.

#151 (4/13/2007) The board expresses to the committee that we would like to see the language of the final ruling on the Special Symbols page charge (Charge 96: to draft a revision to CBC to recommend when a Computer Braille Code Symbol should appear on the Special Symbols page) completed by the fall 2007 meeting.

#157 (4/13/2007) Review the code revision processes in the policies, with an eye to how electronic communication may streamline BANA’s work processes.

#158 (4/13/2007) Jennifer Dunnam moved to charge the Outreach and Education Committee with defining a consistent and rational purpose and approach for the open fora, including a method of evaluation.

#159 (4/13/2007) Frances Mary D'Andrea moved to charge the Outreach and Education Committee with exploring the idea of having a BANA award and moving it as far along as possible by next meeting.

#160 (4/13/2007) Develop a "knowledge base" and a process allowing people to ask questions, have them answered/vetted, and posted to the BANA website in an accurate and timely manner. The board liaison to the technical committee would be responsible for viewing the answers. There would also be links provided to NBA and CTEVH’s web sites as additional resources.

#175 (5/15/08) to develop a position paper with guidelines for brailling business cards.

Appendix B:

BANA Outreach and Education Papers, Sorted for Website

March 2009

Position Papers		
A Braillist's Pledge of Professional Ethics		Completed (NBA)
Capitalization Style for the Word “braille”		Completed
Braille Is NOT a Language		Completed
Terminology: Contracted and Uncontracted Braille		Completed
Use of the Braille Slate And Stylus		Completed
Use Of Paperless Braille Textbooks		Jennifer (no date)
Fact Sheets		
BANA’s Braille Unification Efforts		Completed
Braille Production As A Career		Sue & Jennifer, by fall 09
Braille Reading Speed		FM (no date)
Braille Reader Statistics & How To Read Them		Judy (no date)
Eight-Dot Braille		Completed
Simulated Braille Fonts		Judy, by fall 09
Size And Spacing Of Braille		Judy
Why Does The Braille Code Change Over Time?		Judy & FM (no date)
Guidelines		
Guidelines For Brailling Business Cards		Completed
Promising Practices for the Transcription of Textbooks for Grades K-3		Draft 1 complete and posted; update in process
Signage Statement		Completed
Guidelines for the Production of Materials through the Use Of Braille Production Software		Completed